



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

September 14, 2015

Closing Date: September 18, 2015

(Position will close after five working days from date of listing or until filled.
Application review will begin on September 21, 2015).

Title: ADMINISTRATIVE ANALYST

Position Number: 2208-2906

Grade: C115

Curriculum and Instruction

DUTIES:

This position will work under the supervision of the Curriculum and Instruction unit leader and will be responsible for analyzing project data and preparing reports explaining findings and recommendations. Additionally, successful applicant must be able to present reports to management staff using graphs, charts, narratives and statistical reports. Other duties will include the development of program procedures, handbooks and manuals for use by the Curriculum and Instruction office staff; process Curriculum and Instruction unit State Board of Education agenda and report items; process unit personnel evaluations; organize Curriculum and Instruction committee meetings; make travel arrangements and process travel reimbursements; maintain office supply and equipment inventories; also responsible for processing information to update and maintain unit web site; assist in the reviewing process of applications and grants; orientate new staff in office procedures and provide assistance to unit staff; perform other responsibilities as assigned.

SPECIAL REQUIREMENTS:

Successful applicant will have the ability to review, analyze, organize and explain financial information; the ability to solve problems, the ability to prioritize appropriately while attending to multiple tasks simultaneously; effectively communicate both verbally and in writing; effectively use technology – must possess knowledge of Outlook, Microsoft programs, Adobe Professional software and general computer skills; attention to details; be self-motivated with the ability to work under limited supervision; be able to work with others on a wide variety of projects; and three years of experience in a specialized related field.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at ArkansasEd.gov or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.